

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST I –
Leaves Processing

SALARY GROUP: B14

DEPARTMENT: Human Resources Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Mandy Flinn DATE: 05/05/2022

POSITION #: 004473

I. JOB SUMMARY

Performs entry-level human resources management work. Work involves assisting in the administration of a human resources management program. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates the administrative processing of separations and other human resources actions; counsels employees, agency administrators, units, departments, and human resources representatives on human resources policies and procedures; and reviews processes and compiles and prepares documentation, records, files, and notifications.
- B. Reviews and processes human resources actions and requested changes related to employment and employee services; establishes and maintains human resources records; and coordinates development and distribution of related reports.
- C. Oversees compilation, calculation, and entry of time-keeping data ensuring compliance with policies and procedures; and reviews and processes documentation and reports involved in Workers' Compensation, Leaves, and other human resources programs.
- D. Participates in the development of and assists in conducting training for assigned employees; reviews human resources operations and makes recommendations for improvements; and assists in the planning, developing, and implementing of human resources policies and procedures.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning customer service, clerical, administrative support, or technical program support experience. Fifteen semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for six months of experience for a maximum substitution of two years.

Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Society for Human Resource Management – Certified Professional (SHRM-CP), or Society for Human Resource Management – Senior Certified Professional (SHRM-SCP) certification may substitute for two years of experience.

A Human Resources Certificate from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may substitute for one year of experience.

3. Human resources experience or general office experience that includes human resources-related functions preferred.
4. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of the principles and practices of human resources management.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.

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Page 3 of 3

8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to plan work in order to meet established guidelines.
12. Skill in the electronic transmission of communications.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.